



City of Austin - JOB DESCRIPTION



Assistant Director, CAMPO

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	10701	Salary Grade:	E00
Approved:	October 10, 2006	Last Revised:	July 20, 2010

Purpose:

Under general direction of the Executive Director, responsible for assisting in the planning, assigning, directing, and coordination of activities in the Capital Area Metropolitan Planning Organization (CAMPO).

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Promotes transportation systems which embrace a variety of modes in a manner that efficiently maximizes the mobility of people and goods with minimal energy consumption, air and water pollution, and negative social impacts.
2. Assists local jurisdictions with their transportation plans, addresses potential conflicts between those plans and the region's comprehensive transportation system, and ensures transportation plans and service are consistent with existing and desired land development patterns.
3. Coordinates transportation planning and modeling responsibilities, and works with the Texas Department of Transportation, the Capital Area Metropolitan Transportation Authority (Capital Metro), the Capital Area Rural Transportation System (CARTS), the Capital Area Council of Governments, the Central Texas Regional Mobility Authority (CTRMA) and other transportation providers and local jurisdictions .
4. Oversees the approval process for the use of federal transportation funds within the five-county Austin-Round Rock-San Marcos Metropolitan Statistical Area.
5. Directs the production of and the compliance with the Long Range Transportation Plan (20+ years) known as the CAMPO long-range transportation plan and the four-year Transportation Improvement Program (TIP) federal funds document, in cooperation with participating agencies.
6. Coordinates the development of the Unified Planning Work Program, approved annually by the CAMPO Board.
7. Participates in Transportation Policy Board and Technical Advisory Committee meetings; directs the preparation of the MPO meeting agenda and support materials; and provides technical and policy guidance to the MPO Board and its subcommittees.
8. Maintains the records, meeting minutes, library, and other documents or correspondence associated with the functions of the CAMPO Board.
9. Reports to the CAMPO Board on the status of the transportation planning process and recommends special studies and revisions to the CAMPO long-range transportation plan, Transportation Improvement Program, or Unified Planning Work Program as needed.
10. Advises the CAMPO Board on consistency of the CAMPO work program and committee actions with applicable federal and state laws and regulations
11. Coordinates and maintains a liaison capacity to the CAMPO Board and with federal, state, and local agency staff involved in the work of CAMPO.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of and experience in fiscal planning and budget preparation.

- Knowledge of federal requirements as they relate to MPO plans and procedures.
- Knowledge of state and federal funding policies, practices, and processes.
- Knowledge of the principles and practices of public administration.
- Knowledge of administrative principles and practices including program management.
- Knowledge of supervisory and managerial techniques and principles.
- Knowledge of contract language.
- Skill in strong management, leadership and experience.
- Skill in oral and written communications.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in data analysis and problem solving.
- Skill in preparing and analyzing budgets, reports, and studies.
- Skill in successfully building consensus when working with diverse political and professional groups.
- Ability to interpret and explain applicable laws and regulations.
- Ability to achieve long term transportation planning and solutions.
- Ability to maintain effective communication and working relationships with Boards and Commissions, elected officials,

city employees and the public.

- Ability to develop strategic direction and program implementation collaboratively with various stakeholder/community groups.

Minimum Qualifications:

Graduation from an accredited four year college or university with major coursework in Urban or Regional Planning, Transportation Planning, Engineering or in a field related to the job, plus six (6) years of related experience, two (2) years of long-range planning activities, which were in a managerial capacity.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.